

Navigating the Help Musicians Application Portal

You've registered a new account and you're now able to log into the Portal home screen. This guide will help you to navigate this and give information on how to change your details and apply for opportunities.



Home Page

The home screen is divided into three main areas:

Welcome + Your Name

- **Start an Application:** explore the opportunities available and make an application
- **My Profile:** find the contact information that you shared when registering and make changes if necessary (see below for more on how to do this). This is also where you will need to enter your bank details if you have been awarded a grant
- **Change Password:** change your account password

Welcome Nicola Suttill

0 Start an Application	 My Profile	 Change Password
----------------------------------	---	--

My Applications

Update your application in progress and check the status on those you've completed

11 In Progress	1 Submitted	9 Approved/ Declined
--------------------------	-----------------------	--------------------------------

My Support

Update your application in progress and check the status on those you've completed

11 Upcoming actions	2 Outstanding actions	5 Completed actions
-------------------------------	---------------------------------	-------------------------------

My Applications

This will show you the status of all applications you will have submitted via the system:

- **In Progress:** any applications you are working on which haven't yet been submitted
- **Submitted:** applications which you have completed and submitted to us will remain here until they have been assessed and a decision made
- **Approved/Declined:** any applications that we have approved or declined

My Support

Here you can see the progress of the support you have been awarded and check and complete any actions required from you:

- **Upcoming actions:** any actions you will need to take in the future such as completing a progress report
- **Outstanding actions:** any actions that you need to address now, such as due progress reports or grant agreements that need to be accepted
- **Completed:** any actions that have been completed e.g. signed agreements, payments made and progress reports submitted

Top Tip

To get back to the home screen just click on the Help Musicians logo at the top left corner of the screen or go back on your web browser.

How to Update Your Registration Details (My Profile)

It is important that you keep your contact details up to date. To update any profile information select '**My Profile**'.



You can update any of your registration information including:

- Consents around future contact
- Contact details
- Banking information

Required fields are marked with an asterisk *

Update any of the information you require and then select '**Save**'.

Save Draft

On rare occasions when your bank account information has just been submitted and is not yet approved by us this button may not be available. It will usually become visible within 24 hours.

PLEASE NOTE: If you wish to update both your profile and banking details at the same time select Update Banking Information.

Update Banking Information

How to Update Your Banking Information (My Profile)

When you first register or update your profile you do not need to provide banking information. However, if your application is successful and we offer you a grant, you will need to provide us with details of your UK bank account.

To submit or amend bank details select '**My Profile**' from the home screen and then enter or change the relevant details.

Once a bank account has been saved in your Profile and approved for use by us, we will use the same account for any current and future grants you receive from us. You must make sure you bank details are accurate and up to date.

▼ Banking Information

Name of Account Holder

This should be the name as it appears on your bank statement. It should reflect the name on your application.

N Test

Bank Sort Code

Please note payment can only be made to UK bank accounts. Enter your 6 digit sort code as numbers only as it appears on your bank statement.

30-23-55

Bank Account Number

Bank account number must be 8 digits.

12345678

Building Society Role no.

Bank Statement



To verify your bank account details are correct, we ask you to upload a recent bank statement that matches the details in your profile - this can be a pdf, excel or jpeg file. We only accept UK bank accounts.

Once updated, save your information by selecting '**Update Banking Information**'.

Update Banking Information

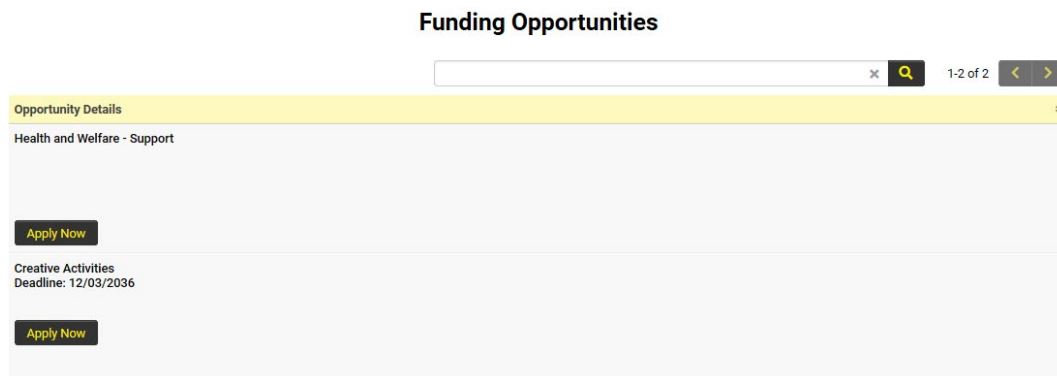
How to Make an Application

This next section will take you through how to apply using the system.

If you want to understand more about the different activities that you can apply for, please find the guidance notes for creating music, learning a new skill or collaborating with others [here](#).

Start an Application

Select **'Start an Application'** to begin this process.



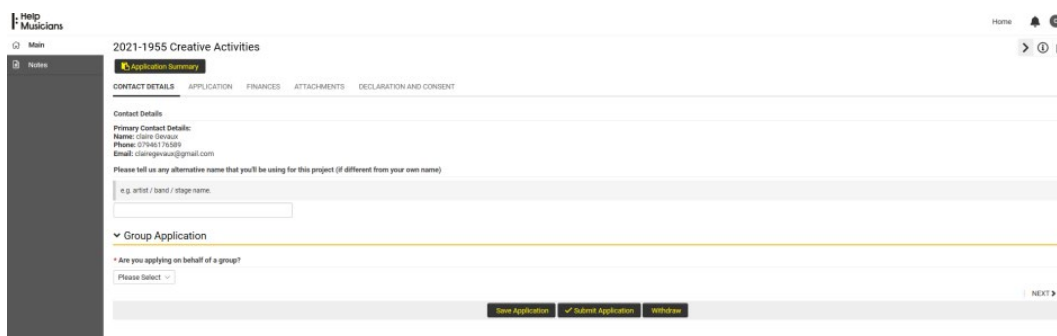
Select **'Apply Now'** to be taken to the next screen

Select **'New Grant'** and then **'Continue'** to start your application form.

You're now in the application form and there are five sections to complete: Contact Details, Application, Finances, Attachments and Declaration and Consent.

You can save your progress at any time by hitting the **'Save'** button at the bottom of the page.

Contact Details



Your contact details are pulled from your profile and you will be asked whether you're applying as an individual musician or as part of a group.

If you're apply as an individual, you can also include co-applicants and collaborators. Co-applicants can edit the application but cannot submit it on your behalf whereas collaborators can only view the application.

▼ Co-Applicants and Collaborators

Do you wish to invite any other individuals to view or edit this application before you submit

Co-applicants will have full access to edit the application but will not be able to submit.
 Collaborators can only view the application, they cannot edit any fields.

Yes

▼ Invitations

i Invite Co-applicants/ Collaborators with the invite button below. Enter all details and click invite. The invitees will then be able to register (if they are new to the system) and access this application. If they already have accounts on the system, they can login as normal.

+ Invite Co-applicants/ Collaborators

NEXT >

So, decide which is most appropriate and if you select 'Yes' from the drop-down list you will be asked to invite them to your application by selecting 'Invite Co-applicants/ Collaborators'.



This will open another window where you can enter their details:

Invitations

Invitations

Prefix	First Name	Last Name	Email	Role	Status
Ms	Myra	Hess	MyraHess@anemailaddress.co.uk	Collaborator	Draft

To add more people just use the button

When you've finished adding all your Co-Applicants or Collaborators, select 'Invite'

If you make a mistake, you can use the at the end of the row to remove the invite.

At this point you can select or continue by selecting the next section in the form from the top menu bar.

Application

The Application Section asks for three areas of information:

2021-1955 Creative Activities

+ Application Summary

CONTACT DETAILS **APPLICATION** FINANCES ATTACHMENTS DECLARATION AND CONSENT

> About Project/ Activity

...

> Online Presence

...

> Additional Information

...

To expand any of these sections select the '>' arrow next to the title.

About Activity: Share your biography, the type of activity you are applying for, a short description, when it will start and end, key milestones, a summary of your activity and what impact it will have on your career.

If you would prefer to send us videos you can upload these in the Attachments section for the following questions:

- Biography
- Summary of your activity
- Impact of your activity

Then select the type of activity you are applying for. More on what to apply for can be found [here](#).

*** Please tell us the type of activity you are applying for (select all that apply)**

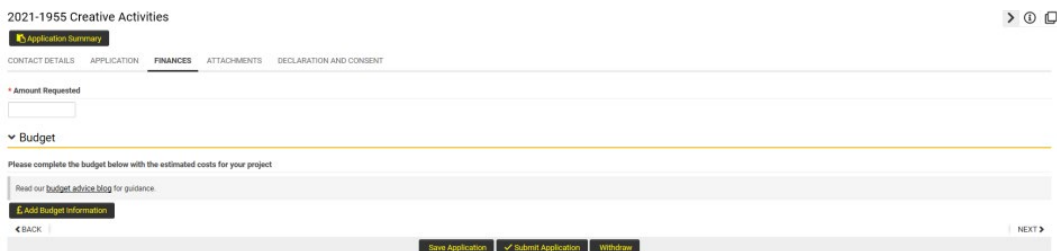
- Skills and professional development (Transmission)
- Music-led creative collaboration (Fusion)
- Recording and releasing music (Do It Differently)
- Recording and releasing music (MOBO HM Fund)

Online Presence: You can share your social media, website and streaming links, and will need to include links to your music to support your application.

Additional information: This is where you can tell us more about the genre you are working in, what outcomes or impacts you hope to see, and information about your working life as a musician. We would also like to know if you've received any advice ahead of making your application.

Save, then select **'Next'** or **'Finances'** to continue.

Finances



The screenshot shows the 'Finances' section of an application form. At the top, it says '2021-1955 Creative Activities' and 'Application Summary'. Below that, there are tabs for 'CONTACT DETAILS', 'APPLICATION', 'FINANCES', 'ATTACHMENTS', and 'DECLARATION AND CONSENT'. The 'FINANCES' tab is active. There is a field for 'Amount Requested' and a section for 'Budget'. Below the budget section, there is a link to 'Read our budget advice blog for guidance' and a button to 'Add Budget Information'. At the bottom, there are buttons for 'Save Application', 'Submit Application', and 'Withdraw', along with 'BACK' and 'NEXT' navigation options.

In this section you'll be asked to share the amount you need for your activity and your budget with estimated costs. Please refer to the Activity Guidance for advice on how much to apply for each type of activity.

To add lines to your budget select **£ Add Budget Information** and a new window will open. Once you have completed the information select **'Save'** then close.

To proceed, save and then select **'Attachments'** or **'Next'**.

Attachments

This is where you can upload video answers to the questions in the Application section and music to support your application. The maximum file size for any of your uploads is 2GB.

Upload Video Biography

Video should be no longer than 2 minutes in length.



Upload Video Summary of your Project

Video should be no longer than 2 minutes in length. Remember to provide enough detail for us to clearly understand your project. Think about including the following: rates, Video summary of your project (up to 2 minutes per question), dates, timescales, who you will be working with and why, where the work will take place and the reasons behind your choices.



Upload an example of your music to support your application

This is the music that will be shared with the decision making panel.



Upload video summary of the impact of your project / activity

Video should be no longer than 2 minutes in length. This should tell us why you feel this opportunity will make a crucial difference to you at this particular point in your career. Think about what specific career goals you are working towards and how this project will help you achieve this.



Upload Additional Information



← BACK

NEXT →

Save Application

✓ Submit Application

Withdraw

Declaration and Consent

When you are finished with your application select '**Submit Application**'.

If you have not completed the application form, you will be notified of which sections still need to be filled in, otherwise congratulations, you have just submitted your application for support from Help Musicians!

We will contact you if we need further information and to give you any updates on the status of your application.

If you have any questions, please contact us at creative@helpmusicians.org.uk.